

Approved 1.6.15

TOWN OF WENHAM

Board of Selectmen  
Meeting of Friday, December 19, 2014  
Town Hall, 138 Main Street

Pursuant to the Open Meeting Law, M.G.L. Chapter 30 A, § 18-25, written notice posted by the Town Clerk delivered to all Board members, a meeting of the Board of Selectmen (BOS) was held on DECEMBER 19, 2014 at 12 PM in the Selectmen Chambers.

**WELCOME AND OVERVIEW OF THE AGENDA**

With a quorum present, Chairman Wilhelm called the meeting to order at 12 PM

Selectmen Present: Jack Wilhelm, Chair; Catherine Harrison, Vice Chair; Ken Whittaker, Clerk

Also Present: Catherine Tinsley, Minutes Secretary

Municipal Resources Inc (MRI) Meredith, NH was chosen by the Board of Selectmen as the Recruitment Company to assist the Town with the search for a Town Administrator. Alan Gould, Operations Manager was present to discuss his recommendations going forward and answer questions.

Mr. Gould talked about the search process and the timeline, stressing the importance of avoiding delays in order to conduct interviews the first week of March. Mr. Gould will draft an advertisement to be published by January 5, 2015 on the Massachusetts Municipal Association's web site, Regional Associations of New England, and one Sunday in the Boston Globe. Mr. Gould will also network at the annual MMA Conference in late January.

The Board discussed in length with Mr. Gould, the make up of a Screening Committee and the Committee's charge to best assist the Board by working with Mr. Gould to narrow the pool of candidates brought before the Board for consideration.

The Board preliminarily agreed that the Screening Committee should be made up of members from the community and that employees should not serve on this committee but are to be interviewed by Mr. Gould as part of the process. An announcement will be made at the next BOS meeting for those interested in serving on this committee to submit a letter of interest.

Mr. Gould went on to talk about interviewing not only employees but also interviewing selected residents at large to identify the future goals, challenges, and strengths/weaknesses of the Town to better find the ideal candidate for the position.

The Board will ask for public input at Selectmen Meetings.

Mr. Gould further talked about the scoring process for candidates, and the preliminary background check.

The top candidates will be interviewed by telephone and asked to complete various "essay questions" and the finalists presented to the Board.

MRI will assist the Town with a detailed job description, conditional offer, and the negotiation of a contract.

Mr. Whittaker requested that MRI provide feedback from potential and interviewed candidates as to what the general perception of Wenham is.

MRI will submit regular updates to the BOS.

Ms. Harrison moved to adjourn at 1:20 PM and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley

12.30.14